



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
120 ARMY PENTAGON
WASHINGTON DC 20310-0120

**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-1, Processing and Control Procedures for Officer Evaluation Reports (OER)

1. Reference: AR 623-105, Officer Evaluation Reporting System.
2. Purpose: To provide procedural guidelines in the processing of Officer Evaluation Reports (OER).
3. Initiation of a Report.
 - a. The agency will prepare and forward completed OER(s) to the Customer Service Division (CSD), Military Personnel Service Center (MPSC).
 - b. The CSD will notify the agencies of mandatory promotion and optional complete-the record reports for officers being considered by Human Resources Command (HRC) selection boards. The CSD will also provide agencies with a monthly OER suspense roster for annual reports.
 - c. Change of duty, PCS, REFRAD, retirement, discharge, depart TDY, or change of rater reports are required if the rated officer has completed at least 90 calendar days in the same position under the same rater during the same rating period. The respective agencies will monitor and initiate necessary reports as applicable.
 - d. A PCS report generated due to an officer reassignment to another installation must be completed and turned in prior to the Soldier out-processing at the CSD. If the report is not completed then a memorandum signed by the Agency Administrative Officer will be provided to explain reason for delay in submission. This memorandum will facilitate the officer's clearance during the out-processing process. This is a mandatory requirement.
4. Control of completed reports.

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a. Completed reports will be forwarded to the HRC using one of the following options:

(1) **Option A:** CSD conducts administrative review and the agency forwards report to HRC.

(a) The agency will forward the completed OER to the CSD, MPSC utilizing a DA Form 200. The remarks section of the DA Form 200 will contain the statement **“the agency will forward the OER to HRC”** and provide the following basic data elements **“Name (Full), Rank, SSN, Report Period, Report Type”**.

(b) A representative from the CSD will conduct a quality review in accordance with AR 623-105, Table 3-6, Step 2. Make a file copy of the report and return the original OER to the agency.

(c) **The agency will forward the original OER to HRC in the sequence determined by the Senior Rater.**

(2) **Option B:** CSD conducts administrative review and forwards report to HRC.

(a) The agency will forward the completed OER to the CSD, MPSC utilizing a DA form 200 in the sequence determined by the senior rater. The remarks section of the DA Form 200 will contain the statement **“the agency requests the original OER be forwarded to HRC by the CSD”** and provide the following basic data elements **“ Name (Full), Rank, SSN, Report Period, Report Type”**.

(b) A representative from the CSD will conduct a quality review, make a file copy of the OER, forward the original to HRC and return a copy of the OER to the rated officer. Due to the large volume of OER(s) received and processed by CSD, OER(s) will be hand carried to HRC within 72 hours of quality review. Batching and sequencing of OER(s) must be managed at the agency or senior rater level.

(3) **Option C:** Agency conducts administrative review and forward report to HRC.

(a) The Agency representative will conduct a quality review of the completed OER, **forwards the OER directly to HRC** for processing in the sequence determined by the senior rater, and provide a copy of the OER to the rated officer. The OER will be mailed to the U.S. Army Human Resource Command, ATTN: AHRC-MSE-R, 200 Stovall Street, Alexandria, VA 22332-0442.

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(b) A copy of the OER will be forwarded to CSD, MPSC for filing and accountability, utilizing DA Form 200. **The remarks section of the DA Form 200 will contain a statement indicating the date the original OER was forwarded to HRC and provide the following basic data elements "Name (Full), Rank, SSN, Report Period, Report Type".**

(c) **Completed OER(s) must be forwarded to reach HRC not later than 90 days after the ending day of the report.** However, centralized selection, promotion and school board schedules must be closely monitored to ensure eligible reports, both mandatory and optional, are forwarded to HRC in sufficient time to be included in the rated officer's board file. The suspense date for these OER(s) is announced in the notification messages.

(d) In order to allow sufficient processing time, reports submitted using options A or B must reach the CSD NLT 45 days after the ending day of the report. A memorandum of lateness stating the reason(s) for missing the established suspense date must accompany reports submitted to the CSD beyond this date.

(e) Electronically generated DA Form 67-9 series forms that are designed and distributed by the U.S. Army Publishing Agency are the only legitimate and authorized electronically generated OERs.

(f) All reports received by CSD will be signed and dated by the rater, intermediate rater if applicable, rated officer and senior rater IAW AR 623-105, paragraph 3-17, C3 prior to transmittal to CSD. Dates will be the date the form is actually completed or up to 14 days in advance of the THRU date, but must be IAW AR 623-105 paragraph 3-17, 5-7a, b and c.

5. Agencies will submit to CSD annually a memorandum indicating which option your agency will use to process OERs.

6. The Military Personnel Service Center's goal is to ensure rated officers receive a quality product and to maintain a "zero late rate". Achievement of this goal requires the full cooperation and communication of all concerned.

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7. This memorandum supersedes MILPER Policy Memorandum 00-1, dated 23 March 2004.

8. The proponent for this policy memorandum is the Customer Service Division, Military Personnel Service Center, (703) 602-0486.



D. J. LOGAN, Jr.

Chief, Military Personnel Division

DISTRIBUTION:
All Agencies